

## AFFIRMATIVE EEO EFFORTS SUMMARY REPORT

|   |                            |                                   |                      |                               |              |
|---|----------------------------|-----------------------------------|----------------------|-------------------------------|--------------|
| 1. POSITION TITLE:  |                            | SERIES/GRADE:                     |                      | DIVISION, OFFICE PROGRAM      |              |
| 2. REVIEW BY LOCAL MANAGEMENT   |                            |                                   |                      |                               |              |
| Name:   |                            | Title:                            |                      | Date:                         |              |
| 3. RESULTS/JUSTIFICATION OF REVIEW (ITEM 2.) COULD POSITION BE STRUCTURED OR FILLED AT A LOWER GRADE? |                            |                                   |                      |                               |              |
| 4. CLASSIFICATION BY SERVICING PERSONNEL OFFICE/POSITION CLASSIFIED BY:                               |                            |                                   |                      |                               |              |
| Name:   |                            | Title:                            |                      | Date:                         |              |
| 5. Vacancy Announcement History   |                            | EEO#                              | Announcement#        | Date Opened:                  | Date Closed: |
| 6. MINORITY/FEMALE CANDIDATE SEARCH EFFORT SUMMARY  |                            |                                   |                      |                               |              |
|   | Letters Sent               |                                   | Personal Contacts    |                               |              |
|   | Colleges/Universities      |                                   | Describe:            |                               |              |
|   | Job Centers                |                                   |                      |                               |              |
|   | Minority/Women Groups      |                                   |                      |                               |              |
|   | Professional Organizations |                                   |                      |                               |              |
|   | Other                      |                                   |                      |                               |              |
| 7. Applicants   |                            | Candidates referred for selection |                      |                               |              |
|   | Minority Males             |                                   | Q Minority Males     |                               |              |
|   | Non-Minority Males         |                                   | Q Non-Minority Males |                               |              |
|   | Minority Women             |                                   | Q Minority Women     |                               |              |
|   | Non-Minority Women         |                                   | Q Non-Minority Women |                               |              |
|   | Unknown                    |                                   | Q Unknown            |                               |              |
|   | Total Applicants           |                                   | Total Candidates     |                               |              |
| 8. SELECTING OFFICIAL NAME:   |                            | TITLE:                            |                      | RECOMMENDATION FOR SELECTION: |              |

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| 9. SPECIAL RECRUITMENT EFFORTS TO LOCATE AND/OR INCLUDE MINORITIES AND FEMALES |  |
| A.MANAGER SUPERVISION ACTIONS:   |  |
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| B. EEO COORDINATOR AND/OR FOCAL POINTS OF MPE'S                                |  |
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| C. PERSONNEL OFFICE ACTIONS:   |  |
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| 10. SIGNATURE OF MANAGER/SUPERVISOR,<br>EMPLOYING OFFICE                       | SIGNATURE OF SERVICING PERSONNEL<br>REPRESENTATIVE |

(Attachment to EEO Effort Summary Report)

## SELECTION REPORT

|                                  |                 |                      |
|----------------------------------|-----------------|----------------------|
| 1. EEO NUMBER:                   | VACANCY NUMBER: | SELECTION DATE:      |
| 2. SELECTING OFFICIAL SIGNATURE: | TITLE:          | LABORATORY/DIVISION: |
| 3. SELECTION OF:                 | POSITION:       | SERIES/GRADE:        |

4. THE FOLLOWING INFORMATION DOCUMENTS THIS SELECTION IN ACCORDANCE WITH THE EEO REVISED PROCEDURES POLICY OF APRIL 27, 1993. (REVISED FROM ERL EEO INTERNAL MANAGEMENT PLAN OF JUNE 18, 1981.)

BLOCK A - SELECTION CRITERIA APPLIED TO EACH CANDIDATE

- 1.
- 2.
- 3.

BLOCK B - ASSESSMENT OF EACH CANDIDATE (AGAINST CRITERIA IN BLOCK A):

| <u>NAME</u> | <u>STRONG</u> | <u>AVERAGE</u> | <u>WEAK</u> |
|-------------|---------------|----------------|-------------|
|-------------|---------------|----------------|-------------|